

## **MINUTES OF REGULAR MEETING OF NOVEMBER 26, 2007**

The regular meeting of the Los Angeles County Commission for Women was held on Monday, November 26, 2007 in Room 372, Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California.

President Lesser called the meeting to order at 10:00 a.m.

The following Commissioners were present for roll call:

President Lesser  
Vice President Duba  
Treasurer Creary  
Commissioner Gravely  
Commissioner Jernigan  
Commissioner Rodriguez  
Commissioner Tanberg  
Commissioner ZeBrack

Introduction of the audience followed.

### **APPROVAL OF THE MINUTES OF OCTOBER 22, 2007**

On motion of Vice President Duba, seconded by Commissioner Rodriguez, and duly carried, the minutes of October 22, 2007 were approved, with the following addition:

*Page 4, last paragraph, Commissioner Jernigan reported that the event went well and Supervisor Burke was pleased. The staff at Junior Blind complimented our staff on a great job of organizing the event.*

### **PRESIDENT'S REPORT**

President Lesser reported that she attended a seminar on Cervical Cancer Prevention hosted by Glaxo Smith Klein at the Embassy Suites LAX. Glaxo Smith Klein is developing a vaccine for the Human Papilloma Virus (HPV). Representation from all over California was present to give their perspective of the benefits of the HPV vaccine as a preventive measure.

President Lesser questioned whether Glaxo Smith Klein has explored the option of an HPV vaccine for young boys. In response, young boys would be difficult to evaluate, because they have no cervix to examine, to know if the vaccine is working. President Lesser will pass the information collected to the Health Committee.

President Lesser briefly discussed the expenditures of the trust fund as it relates to the Holiday Gathering. Sandra Barbee, Chief, Executive Office will discuss the policy later in the meeting.

## **STAFF REPORT**

Staff reported the following:

- Due to periodical audit controls, this pay period Commissioners must show identification and sign for their pay warrants.
- Commissioner Jernigan and Gravely were re-appointed to the Commission.
- Reviewed the draft meeting schedule for 2008 and informed the Commission that there maybe conflicts with the other meetings scheduled in room 372 for the fourth Thursday of each month.
- January 28, 2008 was added to the dates for the mandatory Sexual Harassment/Cultural Diversity training for Commissioners. Please inform staff of your date of choice.
- Please review the informational bulletin from the Los Angeles County Police on the Homeland Security Advisory System for County facilities and the CEO Policy for Legislation.

## **TREASURER'S REPORT**

Treasurer Creary reported on the expendable allowance for the month of September 2007. The beginning balance as of September was \$21,289.16; budgeted expenditures were \$550.00; ending balance is \$20,739.16. The October 2007 Flex Spending Allocation is \$5,512.74.

Also, she reported the allowance for the month of October 2007. The beginning balance as of October was \$20,739.16; budgeted expenditures were \$1,000.00; ending balance is \$19,739.16.

## **DISCUSSION ON ESTABLISHING WORKING GROUPS REGARDING GOALS ESTABLISHED AT THE RETREAT**

President Lesser assigned Commissioners to ad-hoc committees to work on the goals set at their annual retreat. The ad-hoc committees are as followed:

Procedures for Nominating Officers: Commissioner Jernigan, Ad-Hoc Committee Chair, Commissioner Freeman and Tanberg.

Finance Committee: President Lesser, Vice President Duba and Treasurer Creary. The Finance Committee has implemented some of their goals.

Domestic Violence Shelter or Agency Criteria: Commissioner Rodriguez, Chair, Commissioners Jernigan, ZeBrack, Davalos, Tanberg and Vice President Duba.

Procedures for Discussing Issues: Commissioner Gravely, Chair, Commissioners Becerra-Jones, Pinedo and Tanberg.

The Ad-hoc committees will each have at least one meeting before January to bring back results for discussion and apply to the Commission's work.

### **UPDATE ON AUDITOR-CONTROLLER'S PROCEDURES**

Sandra Barbee, Chief, Commission Services, distributed the General Guidelines Purchases and Policies issued by ISD and the Fiscal Manual. Ms. Barbee reported that these are the guidelines that the Commission must adhere to when processing payments or purchases. Three price quotes must be obtained when there are payments or purchase of \$1,500 or more. Also, the Commission is not allowed to enter into any contracts, i.e. hotels and must go thru the Procurement section. Contracts with pre-authorized County vendors have been established.

She also reported that Staff has been under increased scrutiny with the new CEO process and our Fiscal Department is looking at expenditures and purchase from all Commission Trust Funds. All monies in the Trust Fund are subject to County Rules and Guidelines. This includes allocating money from the Trust Fund for their holiday gathering.

Recently, Commission Services staff were given sections from the Fiscal Manual that Commissions are restricted by. Ms. Barbee spoke about Section 5.40.097 Incidental Expenses, which allows department heads an annual sum of \$5,000, up to \$500 per occurrence for incidental expenses for breakfast, luncheon and dinner meetings, conference and events. Usually the department head can choose to pay for the event and the money is reimbursed to back to the department head from the Commission's Trust Fund. The issue is that the amount of the Commission's event in question is more than what the guidelines allow. The Commission has requested Ms. Barbee for clarification on how this guideline will affect them.

In addition, the Executive Office is looking at alternate methods to enable the Commission to continue to conduct its business. A conference call with Sachi Hamai, Executive Officer, Robin Guerrero, Deputy Executive Officer and County Counsel is in progress to get clarification of the process.

Don Ashton, Administrative Deputy, will gladly meet with the Commission in the future to further explain and answer questions of the guidelines.

### **DISCUSSION AND APPROVAL OF PROPOSED COUNTY COUNSEL CHANGES TO THE COMMISSION FOR WOMEN'S ORDINANCE**

On motion of Commissioner Jernigan, seconded by Vice President Duba, and unanimously carried, the Commission accepted the amendments to its ordinance.

### **DISCUSSION REGARDING DOMESTIC VIOLENCE SHELTER/AGENCY SELECTIONS AND PRESENTATION OF DONATIONS AT THE HOLIDAY GATHERING**

Next month, the Commission will make its annual donation to the following Domestic Violence Shelters or Agency:

First District:	Making a Difference Service Center
Second District:	TBA
Third District;	Center for Asian Pacific Family
Fourth District:	Rainbow Services
Fifth District:	Women & Children's Crisis Shelter

Following discussion, the Commission agreed that there is not enough time to make Domestic Violence presentations at the holiday gathering.

### **DISCUSSION AND APPROVAL TO ENDORSE SHIELD WOMEN'S SELF DEFENSE PROGRAM**

Following discussion, on motion of Commissioner Jernigan, seconded by Treasurer Creary and unanimously carried, the Commission agreed to table this item until further information is provided on the qualifications of the individuals teaching the course and any expected obligations of the Commission.

(Commissioner Becerra-Jones arrived at 11:07 a.m.)

### **REPORT ON THE FILM SCREENING AND PANEL DISCUSSION OF CARGO: INNOCENCE LOST**

Commissioner Rodriguez reported that the documentary is a great piece of information. It would have better served the general public and young women in schools. President Lesser expressed that the documentary was very informative, yet a little unsettling. Commissioner Becerra-Jones would like the Sheriff's Department to give direction on how to report witnessed crimes.

Commissioner Tanberg expressed the importance of educating the public that human trafficking exists and suggested that the Commission hold a Community Meeting or educational forum on this issue.

### **REPORT ON THE ACCW MEETING**

President Lesser reported that the ACCW is planning there 2008 Conference in September. The next quarterly meeting may be held in August 2008 in Burbank or LAX.

### **2008 AWARDS LUNCHEON AD-HOC COMMITTEE REPORT**

Commissioner Tanberg announced that on November 15, 2007 the Awards Luncheon Committee met and selected the 23<sup>rd</sup> Annual *Women of the Year* Community At-Large Awards. The awardees are as follows:

### **23<sup>rd</sup> Annual Women of the Year Awardees**

#### ***First District***

TBA

#### ***Second District***

Willie J. Miller

Commander

Los Angeles County Sheriff's Department

#### ***Third District***

TBA

#### ***Fourth District***

TBA

#### ***Fifth District***

Dixie L. Eliopulos

Volunteer

Cathy Gott

Co-Founder, Education Spectrum

### ***Community At-Large Awardees***

#### ***Law/Public Safety***

Lynda R. Castro

Commander

Los Angeles County Sheriff's Department

#### ***Law/Public Safety***

Nancy Chand

Deputy Public Defender IV

Los Angeles County Public Defender

#### ***Business/Labor***

Laura Chick

Controller

City of Los Angeles

#### ***Media/Arts***

Denise Dador

Health Specialist

ABC7 Eyewitness News

#### ***Health***

Maria Leyva

Director of Services for Domestic Violence

Valley Family Center

Following discussion on the selection process of the awardees, the Committee agreed to meet to develop new criteria for selecting the awardees for next year and the years to come.

### **UPDATE ON THE 5K RUN/WALK**

Vice President Duba distributed the final report of the 9<sup>th</sup> Annual 5K Run/Walk. The committee met on October 23, 2007 and discussed ideas for next year. Certificates of Appreciation and plaques were also presented.

The event was very successful raising a net total of \$23,973.30 plus \$6,000 reserved as seed money. With past unused money there is a total of \$29,973.30 for scholarships.

The committee will issue thirty, \$1,000 scholarships this year. The report is on file in the Executive Office.

President Lesser, Treasurer Creary and Commissioner Jernigan commend Vice President Duba for her dedication and a well organized event.

### **UPDATE ON THE EDUCATION COMMITTEE SCHOLARSHIP SELECTION COMMITTEE REPORTS**

Commissioner Becerra-Jones reported that the Scholarship Committee will meet Thursday, December 6, 2007 from 11:30 a.m. in Room 383 to select the 2007 scholarship recipients. The Scholarship Reception and Board Presentation will be held on Tuesday, January 22, 2008.

### **COMMITTEE REPORTS**

**Older Women's:** No report.

**Health:** Commissioner Tanberg reported that the next committee meeting will be a teleconference on Wednesday, December 5, 2007 from 4:00 p.m. to 5:00 p.m.

**Domestic Violence:** Commissioner Rodriguez reported that the Domestic Violence Committee will meet to finalize the DV Shelter Criteria by December 5, 2007.

**Gender Equity:** Commissioner Gravely reported she joined in on a conference call on fair pay. She will also be discussing with Commissioner Davalos, when to bring information to the Commission.

**Media/Public Relations:** No report.

**Finance Committee:** Treasurer Creary reported that the Committee met this morning and reviewed the contents of the Awards Trust Fund Criteria. On the December 10, 2007 agenda, they will propose a change from page 2, section 6 of the Awards Trust Fund Criteria, requiring commissioners to submit all requested materials 14 days prior to the upcoming for consideration of any funding by the Commission. The Committee will meet prior to the item being placed on the agenda to decide if it meets the criteria. The Committee welcomes written input for procedures for funding.

Treasurer Creary asked staff to send all finance material distributed today to Commissioners who were not present.

### **PUBLIC COMMENT:**

Geneviève Clavreul commented on her concerns with receiving dated information on King Harbor Hospital. The Mayor of Downey and citizens from the City of Compton came together and expressed their concern of a 507% increase of patients at Downey Hospital emergency.

Pacific Hospital of Long Beach expressed interest in taking over King Harbor Hospital and the County is still in talks with UCLA and USC. In her blog she chastised LA Times for their lack of journalism ethics, for not fully reporting the patient overdose at Cedars Hospital.

### **COMMUNITY OUTREACH/ANNOUNCEMENTS**

Treasurer Creary attended the following events:

- The Governor and First Lady's Conference on October 23, 2007 at the Long Beach Convention Center.
- The Women's Leadership Luncheon Series, Laura Chick, Controller, Los Angeles City was the keynote speaker, The other panelist was Attorney Rita Haeusler, speaking on "How to Achieve Family and Work Life Balance", on October 29, 2007.
- Scholarship Anniversary Brunch Celebration-Harbor Area Chapter, the Links, Inc. at the Long Beach Convention Center Ballroom.
- The Special Needs Network for Developmentally Disabled, Fundraiser, Ebell Theater on November 11, 2007.

### **MATTERS NOT POSTED ON THE AGENDA (to be presented and placed on a future agenda):**

Commissioner Jernigan announced that she was nominated by the Speaker of the House and approved to the LA World Affairs Counsel. The Counsel does a lot of works for women in under developed countries. She is honored with the privilege to be apart of the counsel. She was also invited by the Consul General of Turkey Republic to participate in a forum with women from around the world.

Commissioner Becerra-Jones invited Pat Wilson to attend the Caregivers Companion Policy Forum in her stead.

**ADJOURNMENT:** The meeting adjourned at 12:17 p.m.

### **ATTENDANCE**

### **COMMISSIONERS**

Charlotte Lesser, President  
Reiko Duba, Vice President  
Ruth Creary, Ph.D., Treasurer  
Yolanda Becerra-Jones  
Wadie Gravely  
Ruth Jernigan

Olivia Rodríguez  
Bobbie Jean Tanberg  
Elise ZeBrack

**EXCUSED**

Karin Davalos  
Peggy Freeman  
Janet Mummey, Esq.

**UNEXCUSED**

Michelle Pinedo

**COUNTY REPRESENTATIVES**

Sandra Barbee, Rhonda Rangel, Twila Kerr, Executive Office  
Elaine Rodriguez, OAAC

**GUESTS**

Geneviève Clavreul